

ORD 364-78

27 February 1978

MEMORANDUM FOR: Chairman Special Panel

SUBJECT : Promotion Recommendation for
[redacted] (AIUO)

STAT

1. (AIUO) Based on [redacted] proficient performance during her initial rating period, I recommend she be promoted from a GS-4 to a GS-5.

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2. (AIUO) During the past few months [redacted] performance as a clerk typist for the Analytical Methodology Research Division has proven to me that she is capable of accepting the added responsibilities of a GS-5. Her secretarial skills have certainly met the needs of her position and are continuously improving. As her working experience with the Agency increases, [redacted] finds it easier to be more independent and confident in executing office duties.

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3. (AIUO) [redacted] has been of great assistance in coordinating the scheduling of the Analytical Methodology Working Group Meetings and because of her efforts, the Modular Systems Seminar I, in support of the Force Assessment Program, monitored by AMR/ORD, ran smoothly.

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4. (AIUO) Because of AMR's heavy workload during this period, [redacted] was unable to attend any Agency courses. She did, however, attend the IBM, MAG I instruction and is presently scheduled for the DDS&T Orientation Course this March. Given a promotion to GS-5, [redacted] will have to begin preparing herself to meet Agency shorthand requirements.

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5. (AIUO) As stated above, [redacted] efforts have certainly substantiated this request.

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[redacted]
C/AMR/ORD/DDS&T

FOR THE
Administrative - Internal Use Only

Subject: Recommendation for Promotion

RECOMMEND APPROVAL:

[Redacted Signature]

Chairman, Special Panel, ORD

3 MAR 1978

Date

STAT

APPROVED:

[Redacted Signature]

Director of Research & Development

16 MAR 1978

Date

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Distribution:

original - Addressee
1 - D/ORD
1 - SB/MS/ORD
1 - [Redacted] Chrono
1 - AMR Hold
1 - ORD Registry (sterile)
AMR/ORD/DDS&T [Redacted] 27 FEB 78)

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